



# HERNDON COMMUNITY CENTER

## ROOM RENTALS

814 Ferndale Avenue  
Town of Herndon, Virginia 20170  
Phone: 703-787-7300 Fax: 703-318-8652  
[www.herndon-va.gov](http://www.herndon-va.gov)

Thank you for considering the Herndon Community Center and the Town of Herndon Parks and Recreation Department for your special event, function or meeting. The Herndon Community Center has a selection of rooms and picnic shelters to suit your rental needs. Our staff is available to help ensure an enjoyable, safe and economical event.

This document includes general information, rental rules and fee information to ensure the event goes smoothly for you and your guests.

### ROOM RENTAL POLICIES

1. **All rentals require a completed application with a deposit.** The deposit will be returned for any rentals not approved. Submitting the application does not immediately guarantee reservation. All rentals are subject to a review and approval process that may take up to five (5) working days. You will be notified upon approval.
2. All rentals for the Community Center must be concluded by 12 midnight.
3. Rental fees are based on the size of the room and the applicant's need for specific equipment and personnel that are available at the Community Center. Fees include room set-up and break down of tables and chairs. Renter will be responsible for the clean-up of disposable items such as cans, bottles, and paper goods at the conclusion of the event into a provided receptacle. Please participate in our single stream recycling efforts.
4. **If alcoholic beverages are to be served during the rental, check the appropriate box on the rental application. Alcoholic beverages are not allowed outside the reserved rooms.** If alcohol is consumed inside or outside the Herndon Community Center and it is not indicated on the application, the rental agreement is nullified and the rental is immediately terminated with no refund given. Alcoholic beverages shall not be permitted in the building during regular hours of operation.
  - a. It is the responsibility of the renter to contact the Alcohol Beverage Control Board and secure the permit, if required. An ABC license is typically not required if the event is a private event (not open to the public) and hosted by a private party/individual. If the event involves the sale of alcoholic beverages, if alcoholic beverages are included as part of the admission price, or if the event is open to the public, the renter is required to secure a permit (only non-profit community organizations may obtain an ABC permit).
  - b. Scheduling of police support will be in accordance with the event evaluation criteria and room occupancy levels. There are additional charges for police support.
5. Decorations: You are welcome to decorate the room with the following limitations:
  - a. Decorations and signs may be placed on the walls, ceilings or floors if adhered only with blue painter's tape. Decorations may not be secured with staples, nails, screws, glue, tacks or any other type of tape. Decorations should not be attached to ceiling tiles.
  - b. Open flames (including birthday candles) are not permitted unless a permit is obtained from the Fairfax County Fire Marshall's office.

- c. Helium balloons are allowed in Community Room 3 and the Arts & Crafts Room. The ceiling fans must be turned off if helium balloons are used in Community Rooms 1 or 2. Helium balloons are not permitted in the Gymnasium.
6. Supervision: All rentals must follow the Herndon Community Center rules, policies and directions given by the Building Supervisor. Failure to follow directions may result in immediate termination of the event. Refunds will not be given if the event is terminated.
  - a. Children must be supervised at all times. Children should remain in the rooms rented and should not be playing in the lobby, hallways, other rooms or in the vending area.
  - b. You are required to provide a headcount for your rental. The rental must not exceed the headcount without permission of the Community Center Manager or designee. If your rental exceeds that number, the Herndon Community Center reserves the right to lock the doors and prevent any other guests from entering. Any guests that leave would not be allowed to return. If headcount issues are not addressed immediately by the renter the rental agreement will be nullified and the rental will be immediately terminated and no refund will be given.
7. Payments: All charges must be paid within seven days of the rental date. Personal checks will not be accepted within 30 days of the rental. Payment can be made by cash, credit card or cashier's checks. Deposits will be held through the event and refunded in full after the event with the following exceptions.
  - a. Any damage to the facility will be charged against the deposit.
  - b. Failure to clean the room appropriately at the conclusion of the event will result in a cleaning fee charged against the deposit.
  - c. If the event runs over the scheduled time (including the cleanup time), the additional time will also be charged against the deposit.
  - d. Any other additional charges will be charged against the deposit.The remainder of the deposit will be refunded to the renter. If the deposit does not cover the additional costs, the renter will be responsible to pay the additional charges. Credit card payments will be refunded the week after the rental. Cash and check payments will be refunded by check and will take up to three weeks.
8. Upon special written request, and review by the Director of Parks and Recreation, special exceptions to these policies may be granted.

## **COMMUNITY CENTER RULES**

1. No alcoholic beverages or any person under the influence of alcohol are permitted on the property during the community center operating hours. (Anyone found under the influence of alcohol or other drugs must leave the premises).
2. Smoking is not permitted in the Community Center.
3. Hallways and entrances must be left clear of obstructions and should be accessible at all times.
4. Shirts and shoes are required in all areas of the Community Center except the pool area and any classes that require no shoes.
5. Animals are not permitted inside the Center except service animals with their handler.
6. Bicycles are to be parked only in the designated area.
7. Skateboarding, roller blades and biking are prohibited in the Center.
8. Betting or gambling is prohibited in the Center.
9. Abusive, profane, threatening, indecent language, attire and behavior are prohibited.
10. Person or persons will be held financially responsible for any damage to the building, equipment, furnishings or grounds of the Community Center.
11. Playing or climbing the gymnastic or other gym equipment is not permissible.
12. No running or bouncing balls in the hallways.

13. Parents or guardians who have children attending events will be held accountable for the actions of their children. Children must be under adult supervision at all times.
14. No one should be paged at the Community Center unless it is an emergency.
15. No loitering.
16. All personal articles are the responsibility of the renters and guests. The Parks & Recreation Department will not accept any responsibility of any articles lost or stolen.
17. Accidents involving injuries should be reported to the Parks & Recreation Department staff immediately.

I acknowledge that I have read and understand the general policies and rules and agree to follow them. I will comply with these rules and accept responsibility for the actions of each person in my group.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**Room Rented:** \_\_\_\_\_

**Rental Date and Time:** \_\_\_\_\_

**Alcohol:**     **Yes** \_\_\_\_\_     **No** \_\_\_\_\_

**Balloons:**     **Yes** \_\_\_\_\_     **No** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_

**Work phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## ROOM RENTAL FEES:

<b>ROOM</b>	<b>CAPACITY</b>	<b>SIZE</b> (measurements in feet)	<b>DEPOSIT*</b>	<b>RATES</b>	<b>Cancellation Fee</b>
Community Room #3	25	22' x 18'	\$40.00*	<b>\$40 for the first <u>two-hours</u></b> \$15 each additional hour	<b>\$40</b>
Arts and Crafts Room	35	32'x18'	\$40.00*	<b>\$40 for the first <u>two-hours</u></b> \$15 each additional hour	<b>\$40</b>
Community Room #2	75 Persons	1100 sq ft (37'x28')	\$75.00*	<b>\$150 for the first <u>two-hours</u></b> \$50 each additional hour	<b>\$75</b>
Community Room #1	200 Persons	3100 sq ft (77'x39')	\$200.00*	<b>\$500 for the first <u>four-hours</u></b> \$100 each additional hour	<b>\$200</b>
½ Gymnasium (½ Court)	175 Persons	76' x 49'	\$200.00*	<b>\$460 for the first <u>four-hours</u></b> \$80 each additional hour	<b>\$200</b>
Gymnasium (Full Court)	375 Persons	76' x 98'	\$300.00*	<b>\$900 for the first <u>four-hours</u></b> \$125 each additional hour	<b>\$300</b>

**Renters will be allowed to arrive one hour prior to rental for set-up and stay ½ hour after for clean-up.**

***\*Deposit will be refunded if application is disapproved***

### **PRICE LIST**

- **Supervisor:** \$18/hour – Mandatory charge for any rental time that occurs after The Herndon Community Center's regular hours.
- **Tables:** \$5/table (round or rectangle) – A \$50 convenience charge is applied to use round tables in any room other than Community Room #1.
- **Chairs:** \$.50/folding chair, \$1/conference chair – A \$50 convenience charge is applied to use conference chairs in any room other than Community Room #1.
- **Kitchen:** \$20/hour with another room rental.
- **Stage:** \$100 flat fee – The maximum stage size is 24' x 18'; smaller configurations are possible.
- **Podium:** \$25 – The podium has a built in microphone.
- **Screen:** \$20 – tri-pod free standing screen.
- **Cleaning Fees:** Gymnasium - \$200, ½ Gym or Community Room #1 - \$150, Community Room #2 - \$50, Community Room #3, A&C Room - \$25
- **Security:** \$75 per officer/ per hour will be added to the room rental if deemed necessary.
- Set-up and take-down of the above equipment is included in the cost of the room.
- All charges must be paid at least seven (7) days before the event by cash, credit card or cashier's check. Personal checks will not be accepted within 30 days of the rental.